

**WORKSHEET  
HOUSE CORPORATION & CHAPTER  
ABBREVIATED AND CONSOLIDATED  
HOUSING CASH BUDGET**

(dining & kitchen operations should be budgeted separately)

**Annual Income** (do not calculate over 90% occupancy)

\_\_\_\_\_ single rooms @ \$\_\_\_\_\_ annually ..... \$\_\_\_\_\_

\_\_\_\_\_ double rooms @ \$\_\_\_\_\_ annually ..... \_\_\_\_\_

\_\_\_\_\_ triple rooms @ \$\_\_\_\_\_ annually ..... \_\_\_\_\_

Summer rent if any ..... \_\_\_\_\_

\_\_\_\_\_ men paying parlor fee @ \$\_\_\_\_\_ annually ..... \_\_\_\_\_

Rent from kitchen and dining operations ..... \_\_\_\_\_

**TOTAL ANNUAL INCOME** \$\_\_\_\_\_

**Annual House Corporation Allocations**

Rent to landlord (if land and/or house is not owned by corporation)\* ..... \$\_\_\_\_\_

Liability insurance (if corporation pays any portion)\* ..... \_\_\_\_\_

Property insurance\* ..... \_\_\_\_\_

Property taxes and/or governmental assessments\* ..... \_\_\_\_\_

Income tax on "non-member income" over \$1,000 annually\* ..... \_\_\_\_\_

First mortgage loan payments (principal & interest)\* ..... \_\_\_\_\_

Second mortgage loan payments (principal & interest)\* ..... \_\_\_\_\_

House Corp.'s administrative costs (postage, stationery, long distance phone, etc.)\* ..... \_\_\_\_\_

House Corp.'s banking fees\* ..... \_\_\_\_\_

House Corp.'s auditing fees\* ..... \_\_\_\_\_

Major improvements for this year (portion not taken from reserves)\* ..... \_\_\_\_\_

Reserve for major improvements (10% of income)\* ..... \_\_\_\_\_

Repairs not due to neglect or mistreatment\* ..... \_\_\_\_\_

**Subtotal (House Corporation Allocations)\*** ..... \_\_\_\_\_

**Annual Chapter Allocations**

Other repairs ..... \_\_\_\_\_  
Routine maintenance - building ..... \_\_\_\_\_  
Routine maintenance - yard and parking lot ..... \_\_\_\_\_  
Cleaning supplies ..... \_\_\_\_\_  
Sundries (toilet paper, light bulbs, etc.) ..... \_\_\_\_\_  
Trash removal (if not provided via property taxes) ..... \_\_\_\_\_  
Water and sewer ..... \_\_\_\_\_  
Gas or oil ..... \_\_\_\_\_  
Electric ..... \_\_\_\_\_  
Cable television ..... \_\_\_\_\_  
Telephone ..... \_\_\_\_\_  
Other ..... \_\_\_\_\_

**Subtotal (Chapter Allocations) ..... \_\_\_\_\_**

Contingency for unexpected (5% of above line/chapter's allocations) ..... \_\_\_\_\_  
Accounts receivable contingency (5% of Total Income) ..... \_\_\_\_\_  
Wages, bonuses, and payroll expenses\*\* ..... \_\_\_\_\_

**TOTAL ANNUAL ALLOCATIONS \$ \_\_\_\_\_**

[income-allocations] **NET INCOME (LOSS)**  
(net income should go to corporation's reserves) \$ \_\_\_\_\_

\* These items are normally the corporation's responsibility and can be totalled to help determine the minimum rental rate to charge the chapter. Ideally, the chapter would experience a financial benefit for filling the house and collecting rent efficiently.

Annually, the chapter is billed by the Fraternity's Self-Retention Fund for comprehensive liability insurance. This also covers the house corporation. Some corporations pay for a portion of this coverage, usually the base premium which is currently \$1,000 per chapter and is due September 1st of each year.

\*\* See following calculation sheet for employee-related expenses.